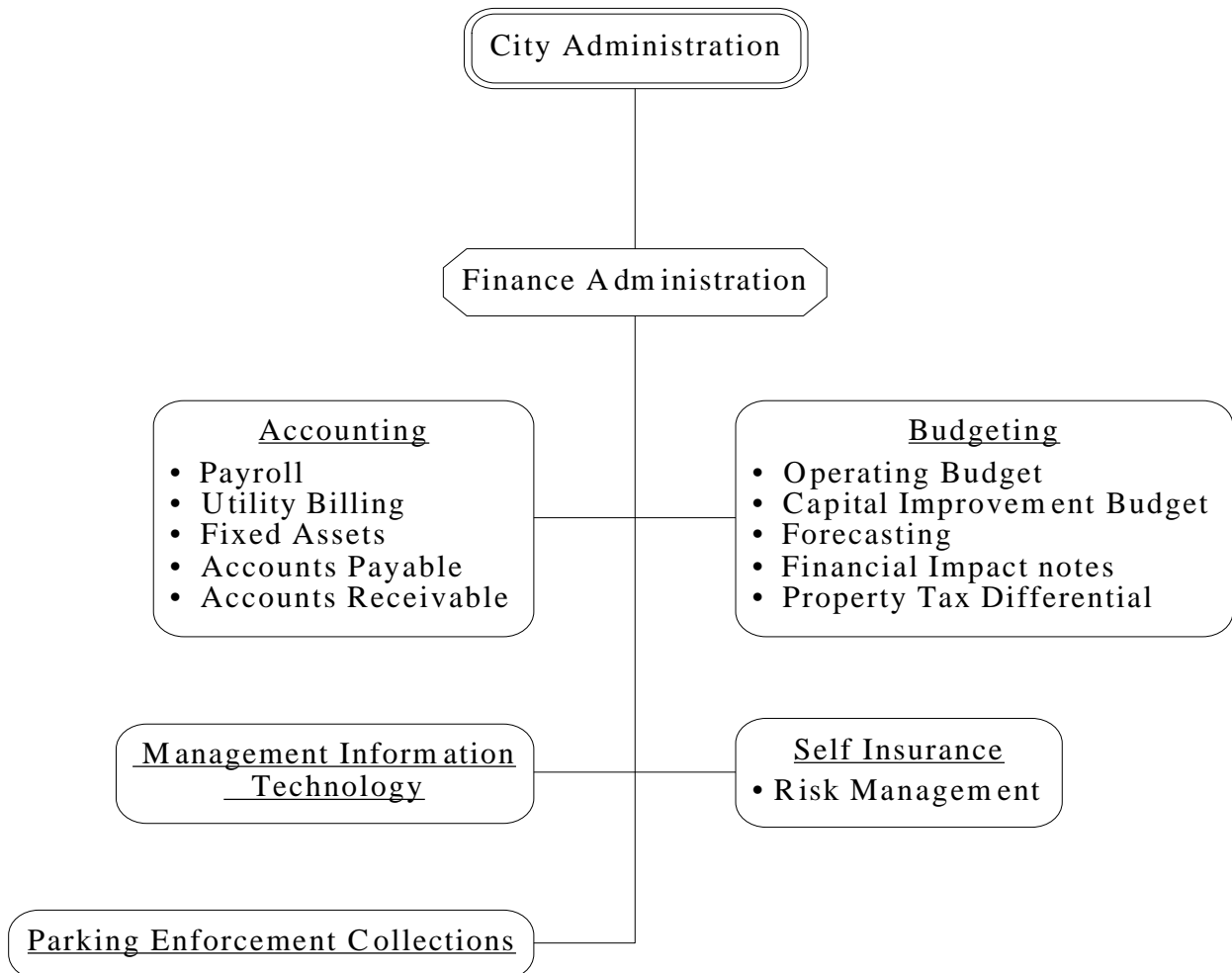


# CITY OF ANNAPOLIS

## Finance Department

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### Organization Chart



## Finance Department

### Fund Support:

General Fund

### Description:

The Finance Department is responsible for the systems and procedures that assure the sound and efficient functioning of the City's financial activities. The flow of financial activities begins with a plan (budget). The plan is then implemented and the transactions recorded (accounting); and finally, the results are reported (financial statements).

To make this process function smoothly, the Finance Department assists the Mayor in preparing an operating budget and a six-year capital improvements program (the first year of which is the capital budget) before the start of each new fiscal year. As each fiscal year unfolds, these budgets are carefully monitored for the extent to which actual financial transactions vary from the budget.

When the actual financial transactions occur, the Finance Department must see that all monies due the City are collected, and all City liabilities are paid on time. All cash received has to be either immediately disbursed, kept safely on hand, or invested. The Department routinely analyzes the flow of cash in and out of the City accounts for a number of purposes, not the least of which is to know the length of time a given amount of cash can be invested for

short-term operating needs or for longer-term capital needs. When funds are needed that exceed the City's cash reserves, then the Department arranges to borrow them privately or sells bonds in the open market.

The Finance Department also keeps an accurate record of all financial transactions, generates interim financial reports, and produces audited financial statements at the end of each fiscal year. More specifically, it prepares the City's payroll; it bills, collects, and accounts for City taxes, water and sewer fees, residential refuse fees and capital facilities assessments; and it maintains a file of the City government's fixed assets.

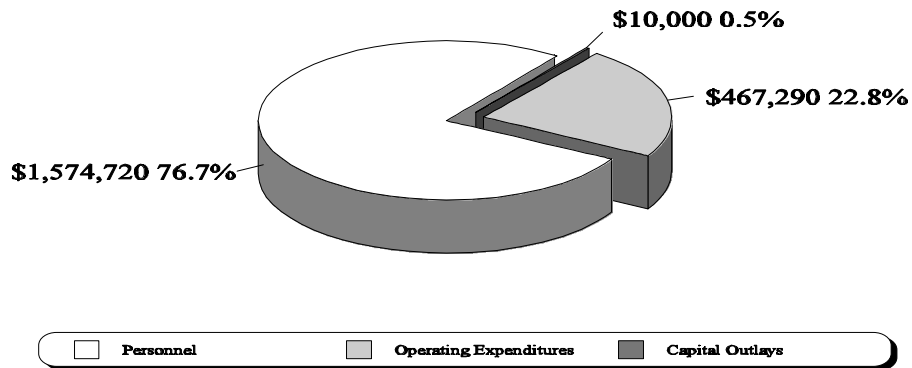
Additionally, the Finance Department analyzes non-routine financial situations, undertakes special financial projects and studies, and responds to requests for financial information from other governmental agencies and private enterprises. The Department also administers the City's self-insurance program, and maintains a computer installation that supports most of the functions mentioned above and provides, as well, computerized Management Information Technology services to other City departments.

### Goal:

- To continue to maintain the City in a sound financial condition by managing its financial affairs comprehensively and prudently.

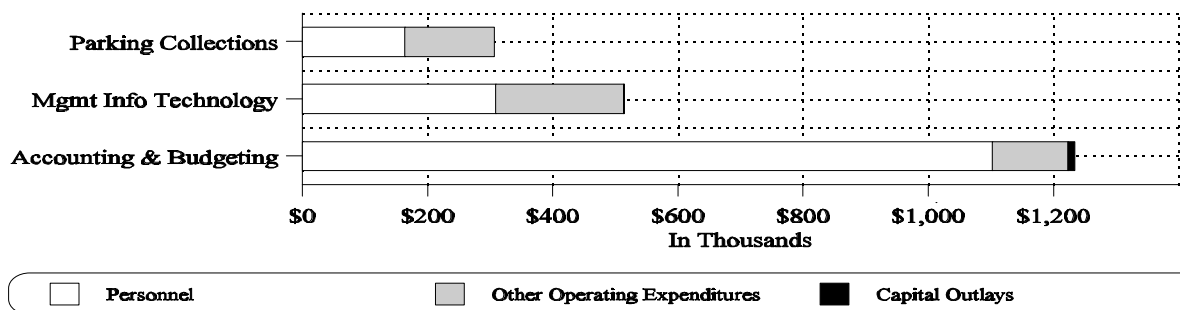
<i>Budget Summary</i>	<i>FY 2001 Actual</i>	<i>FY 2002 Adopted</i>	<i>FY 2003 Adopted</i>	<i>Percent Change</i>
Accounting and Budgeting	\$1,033,070	\$1,108,600	\$1,232,900	11.21%
Management Information Technology	369,910	428,430	513,700	19.90%
Parking Enforcement Collections	271,960	292,530	305,410	4.40%
<b>Department Total</b>	<b>\$1,674,940</b>	<b>\$1,829,560</b>	<b>\$2,052,010</b>	<b>12.16%</b>

### Finance Department *Budget By Expenditure Type*



### Expenditure Graphs

### Finance Department *Budget By Division*



## Finance Department Staffing Summary

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	<i>FY 2001 Actual</i>		<i>FY 2002 Adopted</i>		<i>FY 2003 Adopted</i>	
	<i>Perm</i>	<i>Temp</i>	<i>Perm</i>	<i>Temp</i>	<i>Perm</i>	<i>Temp</i>
Accounting and Budgeting	19	0	19	0	19	0
Management Information Technology	3	0	3	0	4	0
Parking Enforcement Collections	3	0	3	0	3	0
<b>Department Total</b>	<b>25</b>	<b>0</b>	<b>25</b>	<b>0</b>	<b>26</b>	<b>0</b>

### Staffing Summary By Position - FY 2003 Permanent Positions

	<u>Total FTE</u>		<u>Total FTE</u>
<i>Accounting and Budgeting:</i>		<i>Management Information Technology:</i>	
Finance Director .....	1	MIT Manager .....	1
Assistant Director for Accounting .....	1	MIT Analyst .....	1
Senior Accountant .....	2	MIT Specialist .....	1
Accountant .....	2	Web Developer .....	1
Administrative Office Associate .....	1		
Accounting Associate III .....	5	<i>Self Insurance:</i>	
Accounting Associate II .....	3	Risk Manager .....	1
Accounting Associate I .....	3		
		<i>Parking Enforcement Collections:</i>	
		Office Associate II .....	1
		Accounting Associate II .....	1
		Accounting Associate III .....	1

## Accounting and Budgeting Division

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Finance Department

General Fund

### Description:

This division is responsible for preparing the City operating and capital budgets, monitoring departmental budgets, preparing tax, utility and other bills, paying all invoices, keeping all financial accounts, preparing the payroll, borrowing and investing funds, analyzing budgetary and financial accounts/situations, overseeing the City's internal financial controls, preparing budgetary and financial reports and studies, advising the Mayor and Aldermen regarding financial matters, and managing liability risks.

### Services:

- Provides budgetary, accounting and financial support to the Mayor and Aldermen, City departments and committees.
- Assists customers with billing and other financial problems.
- Provides the public with budgetary and financial data.
- Acts as staff for the Finance Committee and the Police and Fire Retirement Plan Commission.
- Responds to requests from non-City persons, agencies and organizations for budgetary, accounting and financial data.

### Goals:

- To make accurate projections of the approved operating budget.

- To guide the approved operating budget to a combined surplus condition at year-end.
- To continue to receive the GFOA Distinguished Budget Presentation Award for Budget documents.
- To monitor financial accounts and assist other departments in providing efficient, cost effective services.
- To continue to receive the GFOA Certificate of Achievement for Excellence in Financial Reporting.
- To strengthen internal financial controls in other departments.
- To provide the data needed for the Mayor and Aldermen to effectively review the prepared operating budget.
- To maintain the level of claims through risk prevention that would allow the Self Insurance Fund to exist without further contributions.

### Accomplishments:

- Earned the Certificate of Achievement for Excellence in Financial Reporting for fiscal years 1988 through 2001.
- Earned the GFOA Distinguished Budget Presentation Award for fiscal years FY 1997 through FY 2002.
- Achieved current Bond ratings of Aa2 with Moody's and AA with Standard and Poor's.

## Accounting and Budgeting Division

- continued -

### Performance Indicators:

	<i><u>FY 2001</u></i> <i><u>Actual</u></i>	<i><u>FY 2002</u></i> <i><u>Adopted</u></i>	<i><u>FY 2003</u></i> <i><u>Goal</u></i>
Receipt of GFOA Comprehensive Annual Financial Report award . . .	Yes . . . . .	Yes . . . . .	Yes . . . . .
Receipt of GFOA Distinguished Budget Presentation award . . . . .	Yes . . . . .	Yes . . . . .	Yes . . . . .
Total number of Risk Management claims . . . . .	166 . . . . .	120 . . . . .	120 . . . . .
Bond credit ratings - Moody's . . . . .	Aa2 . . . . .	Aa2 . . . . .	Aa2 . . . . .
Bond credit ratings - Standard and Poor's . . . . .	AA- . . . . .	AA- . . . . .	AA . . . . .
Operating budget/CIP revisions processed . . . . .	214 . . . . .	200 . . . . .	200 . . . . .
Finance Committee meeting agendas/minutes prepared . . . . .	15 . . . . .	15 . . . . .	15 . . . . .
Payroll checks issued . . . . .	15,539 . . . . .	15,500 . . . . .	15,500 . . . . .
Accounts payable invoices paid . . . . .	14,539 . . . . .	15,000 . . . . .	15,000 . . . . .
Journal entry transactions . . . . .	1,715 . . . . .	1,700 . . . . .	1,700 . . . . .
Operating Funds managed . . . . .	8 . . . . .	8 . . . . .	8 . . . . .
Utility bills mailed . . . . .	47,044 . . . . .	48,000 . . . . .	48,000 . . . . .
Cashier over-the-counter transactions . . . . .	19,013 . . . . .	18,000 . . . . .	18,000 . . . . .
Active water accounts . . . . .	11,761 . . . . .	12,000 . . . . .	12,000 . . . . .

<i><b>Budget Summary</b></i>	<i><b>FY 2001</b></i> <i><b>Actual</b></i>	<i><b>FY 2002</b></i> <i><b>Adopted</b></i>	<i><b>FY 2003</b></i> <i><b>Adopted</b></i>	<i><b>Percent</b></i> <i><b>Change</b></i>
Personnel	\$933,010	\$1,022,510	\$1,102,310	7.80%
Other Operating Expenditures	100,060	86,090	120,590	40.07%
Capital Outlay	0	0	10,000	N/A
<b>Total Expenditures</b>	<b>\$1,033,070</b>	<b>\$1,108,600</b>	<b>\$1,232,900</b>	<b>11.21%</b>

## Management Information Technology

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Finance Department

General Fund

### Description:

Maintains a central processing computer installation to support the many functions of the Finance Department. Provides Management Information Technology services to all City Departments; these services include networks and microcomputers, software upgrades, and training.

### Services:

- Maintains central processing and network hardware, security, operating systems and data communications systems.
- Maintains, enhances and develops many financial integrated computer system applications using the central processing computer.
- Provides Internet and E-Mail services.
- Provides Management Information Technology and local and wide area network services to all City departments.
- Provides for training for various micro-computer applications.
- Provides for microcomputer hardware and software specifications.
- Provides centralized microcomputer hardware and software upgrades, troubleshooting and repair.

### Goals:

- Provide a secure information system.
- To maintain central processing and network availability at 98%.
- Assess City information management needs and determine the best means of utilizing automated technology to address those needs.
- Ensure that the City's automated systems are being used to their full potential.

### Objectives:

- Reduce current backlog of application change requests.
- Data communication upgrade.
- Monitor and do trend analysis of hardware to predict downtime and avoid unexpected failures.
- Work with the Management Information Technology Committee to develop: (1) Geographical information system plan; (2) three year technology strategic plan; (3) Imaging of records.

### Accomplishments:

- Established E-Mail use policy.
- Upgraded data communication routers.
- Established City-wide records management policy.

## Management Information Technology

- continued -

### Performance Indicators:

	<i>FY 2001</i> <u>Actual</u>	<i>FY 2002</i> <u>Adopted</u>	<i>FY 2003</i> <u>Goal</u>
Total number of available hours (24 hours/day, 7 days/week, per year = 8,760) .....	8,665 .....	8,700 .....	8,700
Workstations supported .....	245 .....	265 .....	265
Windows capable Workstations supported .....	245 .....	265 .....	265
LAN servers supported .....	7 .....	10 .....	10
Mainframe applications supported .....	17 .....	17 .....	17
Custom stand-alone PC applications supported .....	1 .....	0 .....	0
Employees in Personal Computer training .....	134 .....	150 .....	150
Service repairs completed in more than one working day (%) .....	70% .....	95% .....	95%
Service repairs completed in one working day (%) .....	55% .....	60% .....	60%
Mainframe hardware downtime (hours) .....	35 .....	24 .....	24
Mainframe terminals supported .....	42 .....	50 .....	50

<i>Budget Summary</i>	<i>FY 2001</i> <i>Actual</i>	<i>FY 2002</i> <i>Adopted</i>	<i>FY 2003</i> <i>Adopted</i>	<i>Percent</i> <i>Change</i>
Personnel	\$201,270	\$223,730	\$309,000	38.11%
Other Operating Expenditures	168,640	204,700	204,700	0.00%
<b>Total Expenditures</b>	<b>\$369,910</b>	<b>\$428,430</b>	<b>\$513,700</b>	<b>19.90%</b>



## Parking Enforcement Collections

Finance Department

General Fund

### Description:

Collect parking fines and fees and maintain the Residential Parking Program.

### Services:

- Provide residential parking permits.
- Provide temporary parking permits.
- Collect prepaid parking fees.
- Collect parking violation fees.

### Goals:

- Safeguard municipal receipts.

### Objectives:

- Promptly provide temporary and residential permits.
- Accurately report and record all funds received.

### Accomplishments:

- Streamlined permit application and citation adjustment process.

<i>Budget Summary</i>	<i>FY 2001 Actual</i>	<i>FY 2002 Adopted</i>	<i>FY 2003 Adopted</i>	<i>Percent Change</i>
Personnel	\$145,390	\$150,530	\$163,410	8.56%
Other Operating Expenditures	126,570	142,000	142,000	0.00%
<b>Total Expenditures</b>	<b>\$271,960</b>	<b>\$292,530</b>	<b>\$305,410</b>	<b>100.00%</b>

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